



PROJECT STATUS

January 19, 2024

Bolinas Community Public Utility District
Attn: Jennifer Blackman
270 Elm Road
Bolinas, CA 94924

RE: Bolinas Community Land Trust Coastal Development Permit
31 Wharf Road, Bolinas
Assessor's Parcel 193-061-03
Project ID P4375

Dear Jennifer Blackman,

The Planning Division and reviewing agencies have examined your application and have determined that it is incomplete because additional information is required.

Incompleteness Items

Please carefully review the list of required items below and, unless specified otherwise, submit 1 copy of full sized plans, one copy of plans reduced to 11" by 17", and two copies of any required documents **within the next 60 days**. Provide all material on a USB drive.

Marin County Community Development Agency, Planning Division (Megan Alton, (415) 473-6235)

1. In conformance with submittal checklist item 1b, indicated the zoning and provide the boundary between the different zoning designations.
2. In conformance with submittal checklist item 1c, dimension setback from the structures to all property lines.
3. In conformance with submittal checklist item 1j, provide a well yield tests, any other relevant studies, or approvals.
4. In conformance with Marin County Local Coastal Program, Implementation Plan Section 20.64.140 and Policy C-PFS-13 provide professional engineering or hydrologic studies demonstrating that groundwater withdrawals will not have adverse direct or cumulative impacts on coastal resources, including groundwater basins, aquifers, and streams. Provide pumping rates and any reports about water quality.
5. Provide an updated written project descriptions regarding who the water customers are and if you are expanding water to additional customers. Include any conservation efforts in the recent years and any other relevant information.

6. In conformance with submittal checklist item 14, provide title page with the plan set that includes the following:
 - a. A written description that summarizes the key components of the project.
 - b. Contact data. Name, address, and phone number of the property owner, applicant, architect, engineer, or surveyor must be provided on the plans.
 - c. Lot size and APN
 - d. Proposed grading calculations
7. In conformance with submittal checklist item 14, indicate the scale on each sheet.
8. In conformance with submittal checklist item 17, provide a fully dimensioned elevations of proposed water tank and shed, including roof ridgeline, finished floor, and foundation line elevations based upon the same datum as the topographic information.
9. In conformance with submittal checklist item 19, within the plan set provide colors and materials proposed for the water tank and shed.
10. In conformance with submittal checklist item 26, provide the operations characteristics including but not limited to the following items:
 - a. The maximum number of staff on site at any one time.
 - b. Projected peak hours of operation, with the total number of staff, customers and other visitors on the site indicated.
 - c. The schedule and projected peak hours of operation for special events, with maximum number of staff, customers and visitors that would be in attendance.
 - d. The schedule, frequency and nature of expected deliveries to the site.
 - e. Noise levels proposed for the operation of the project, which specify what is causing various noise levels.
11. Local Coastal Plan Implementation Plan Table 5-3e listed Public Utility as a use the requires a Use Permit under the C-VCR zoning designation. Submit the required fees a Conditional Use Permit.

Marin County Department of Public Works, Land Development Division (Maurice Armstrong, (415) 473-7002)

12. In conformance with submittal checklist item 1B, plot, dimension, and label all existing and proposed easements.
13. In conformance with submittal checklist item 4, provide a utilities plan showing the locations of all public and private utility connections and methods of extension (overhead or underground). The size and capacity of utilities may be required.
14. In conformance with submittal checklist item 14, provide the following project data: Grading volumes in cubic yards including cut, fill, and off-haul.

Submittal

Please submit all of the requested information together to the Planning Division at one time. The review of your application may be delayed if you submit information directly to the agency that requested the information. The time period required by State law for us to review the additional information will not commence until all of the required items are submitted to our office. If you require additional time to collect the information listed above, please send me a written request

for an extension for a specific period of time. It is important to ask for an extension if you need one because your application will automatically expire unless an extension of time is requested and granted.

Appeal Rights

If you disagree with this decision regarding the incompleteness of your application, you may appeal it to the Planning Commission. A Petition for Appeal and the required fee must be submitted in the Community Development Agency, Planning Division, Room 308, Civic Center, San Rafael, no later than 8 business days from the date of this decision.

Questions and Contacts

Please do not hesitate to call me at (415) 473-6235 or contact me via email at megan.alton@marincounty.gov as questions arise regarding your application or the development review process. I will return voicemail messages before the end of the next business day. Please do not visit our office expecting to meet with me without an appointment. If you wish to discuss your application in person, please contact me to schedule a time when we can meet. I will try to schedule an appointment within five business days. If you have questions about comments from another agency, please contact the staff from that agency directly. Thank you.

Sincerely,

Megan Alton

Megan Alton
Senior Planner

Attachments:

1. Response from Environmental Health Services
2. Response from the Department of Public Works

cc: Bolinas Community Land Trust
PO Box 805
Bolinas, CA 94924

Jennifer Blackman jblackman@bcpud.org
Leslie Lazarotti Lazarotti@wra-ca.com

**INTERDEPARTMENTAL TRANSMITTAL
MARIN COUNTY ENVIRONMENTAL HEALTH SERVICES
ROOM 236, 473-6907**

DATE:	January 10, 2024	TYPE OF DOCUMENT
TO:	Megan Alton, Senior Planner	DESIGN REVIEW
FROM:	Gwendolyn Baert, Supervising REHS	LAND DIVISION
RE:	Bolin Community Land Trust Coastal Development Permit Project ID 4375	USE PERMIT VARIANCE
AP#:	193-061-03	MASTER PLAN
ADDRESS:	31 Wharf Rd., Bolinas	<input checked="" type="checkbox"/> COASTAL PERMIT LOT LINE ADJ. OTHER

THIS APPLICATION HAS BEEN REVIEWED FOR THE FOLLOWING ITEMS:

<input checked="" type="checkbox"/> WATER	SEWAGE	SOLID WASTE
POOLS	HOUSING	FOOD ESTABLISHMENT

THIS APPLICATION IS FOUND TO BE:

- FIND IT COMPLETE.**
- FIND IT INCOMPLETE UNTIL THE ITEMS LISTED BELOW HAVE BEEN SUBMITTED.
- FIND IT ACCEPTABLE AS PRESENTED, WITH THE FOLLOWING CONDITIONS.
- RECOMMEND DENIAL FOR THE REASONS LISTED BELOW.

1. Indicate whether the application materials contain enough information for you to determine whether the applicant can readily comply with your agency's standards.

Water:

Bolin Community Land Trust has drilled a test well on this property with proper permitting through Marin County EHS. It now appears that the Bolin Community Land Trust will be dedicating the water well to be converted to a Domestic Public Water source, that will be connected to the Bolin Community Public Utility District. BCPUD is under the jurisdiction of the State Water Resources Control Board, Division of Drinking Water. Appropriate yield and water quality testing will be required as part of this permit. Please contact the State Water Resources Control Board, Division of Drinking Water to ascertain their requirements.

2. If the application does not contain enough information for you to determine whether the project can readily comply with your agency's standards, please list the information that you will need to make this determination.

Please refer to comments in #1

3. If the application contains sufficient information for your review, please indicate whether the project is feasible as proposed or needs substantial modifications to comply with your agency's standards.

N/A

4. If the project needs to be substantially modified to comply with your agency's standards, please describe the scope of those modifications.

Marin County EHS has no authority in this matter, please contact the Water Board.

INTERDEPARTMENTAL TRANSMITTAL
MARIN COUNTY ENVIRONMENTAL HEALTH SERVICES
 ROOM 283, 499-6907

DATE:	January 16, 2024	TYPE OF DOCUMENT
TO:	Megan Alton, Senior Planner	DESIGN REVIEW
FROM:	Shari Holloway, Senior EHS	LAND DIVISION
RE:	Bolinas Community Land Trust	USE PERMIT
	Coastal Development Permit	VARIANCE
AP#:	193-061-03	MASTER PLAN
ADDRESS:	31 Wharf Rd, Bolinas	X COASTAL PERMIT
		LOT LINE ADJ.
Project ID	Project ID P4375	OTHER (Tidelands Permit)

THIS APPLICATION HAS BEEN REVIEWED FOR THE FOLLOWING ITEMS:

X	WATER	SEWAGE	SOLID WASTE
	POOLS	HOUSING	FOOD ESTABLISHMENT

THIS APPLICATION IS FOUND TO BE:

- FIND IT COMPLETE.
- FIND IT INCOMPLETE UNTIL THE ITEMS LISTED BELOW HAVE BEEN SUBMITTED.
- X FIND IT ACCEPTABLE AS PRESENTED, WITH THE FOLLOWING CONDITIONS.**
- RECOMMEND DENIAL FOR THE REASONS LISTED BELOW.

WATER:

1. Indicate whether the application materials contain enough information for you to determine whether the applicant can readily comply with your agency's standards.
Application contains enough information.

2. If the application does not contain enough information for you to determine whether the project can readily comply with your agency's standards, please list the information that you will need to make this determination.
N/A

3. If the application contains sufficient information for your review, please indicate whether the project is feasible as proposed or needs substantial modifications to comply with your agency's standards.
Project is feasible as proposed.

4. If the project needs to be substantially modified to comply with your agency's standards, please describe the scope of those modifications.

N/A

PLANNING APPLICATION REVIEW

DEPARTMENT OF PUBLIC WORKS
Inter-office Memorandum - First Transmittal

<p>DATE: <u>1/17/24</u></p> <p>TO: <u>Megan Alton</u></p> <p>FROM: <u>Maurice Armstrong</u></p> <p>APPROVED: _____</p> <p>RE: <u>Bolinas Community Public Utility</u> <u>District Costal Permit</u></p> <p>APN: <u>193-061-03</u></p> <p>ADDRESS: <u>31 Wharf Rd, Bolinas</u></p> <p>_____</p>	<p>DUE: <u>1/17/24</u></p> <p><u>TYPE OF DOCUMENT</u></p> <p>_____ DESIGN REVIEW</p> <p><input checked="" type="checkbox"/> COASTAL PERMIT</p> <p>_____ LAND DIVISION</p> <p>_____ VARIANCE</p> <p>_____ USE PERMIT</p> <p>_____ ADU PERMIT</p> <p>_____ ENVIRONMENTAL REV.</p> <p>_____ OTHER:</p>
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<p>Department of Public Works Land Use Division has reviewed this application for content and:</p> <p>_____ Find it COMPLETE</p> <p><input checked="" type="checkbox"/> Find it INCOMPLETE, please submit items listed below</p> <p><input checked="" type="checkbox"/> Find it NEEDS SUBSTANTIAL MODIFICATIONS TO CONFORM</p>	<p>Comments Included (Inc.) or Attached (Att.) from other DPW Divisions:</p> <p>_____ Traffic</p> <p>_____ Flood Control</p> <p>_____ Other: _____</p>
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Please note that comments listed under “Substantial Modifications Required to Conform” need to be addressed now otherwise, the Department of Public Works cannot support the project as presented.

Incompleteness Items:

1. In conformance with submittal checklist item 1B, plot, dimension, and label all existing and proposed easements.
2. In conformance with submittal checklist item 4, provide a utilities plan showing the locations of all public and private utility connections and methods of extension (overhead or underground). The size and capacity of utilities may be required.
3. In conformance with submittal checklist item 14, provide the following project data: Grading volumes in cubic yards including cut, fill, and off-haul.

Substantial Modifications Required to Conform:

A Public Utility easement shall be required for the new proposed well, tank, and pipeline, refer to MCC24.05.080

An Access easement shall be required from the public right-of-way to the proposed improvements, refer to MCC24.05.010

Merit Comments

Prior to Issuance of a Building Permit:

Driveways:

1. Per Marin County Code § 24.04.260(d), The minimum improved width of a driveway serving nonresidential uses shall be eighteen feet. Demonstrate compliance.

Best Management Practices:

2. Per Marin County Code § 24.04.625(a)(c)(g)(k), provide a plan indicating construction-phase best management practices (BMPs) include erosion and sediment controls and pollution prevention practices. Erosion control BMPs may include, but are not limited to, scheduling and timing of grading activities, timely re-vegetation of graded areas, the use of hydroseed and hydraulic mulches, and installation of erosion control blankets. Sediment control may include properly sized detention basins, dams, or filters to reduce entry of suspended sediment into the storm drain system and watercourses, and installation of construction entrances to prevent tracking of sediment onto adjacent streets. Pollution prevention practices may include: designated washout areas or facilities, control of trash and recycled materials, covering of materials stored on-site, and proper location of and maintenance of temporary sanitary facilities. The combination of BMPs used, and their execution in the field, must be customized to the site using up-to-date standards and practices. You may refer to the Marin County Stormwater Pollution Prevention Program's website, <https://www.marincounty.org/~media/files/departments/pw/mcstoppp/development/erosion-sediment-control-measures-for-small-construction-projects-2015.pdf?la=en>
3. **Encroachment Permit:** Wharf Rd is a County maintained road. An Encroachment Permit from DPW is required for any work within the County's road right-of-way, including, but not limited to, utility trenching, installation of new utility connections, and modifications to the driveway apron, curb and gutter. The plans shall clearly identify all proposed work in the right of way. If any work is proposed in the right of way, complete and submit an Encroachment Permit Application with your re-submittal.

-END-